CERTIFIED STAFF JOB DESCRIPTION

Special Education Process Coordinator/Specialist

Reports to: Executive Director of Special Services

General Summary: The Special Education Process Coordinator/Specialist shall be responsible for supervision of the special education process from screening through identification, IEP development, and placement to insure appropriate identification and placement of students with disabilities and district compliance with state and federal requirements for implementation of the Individuals with Disabilities Act, (IDEA) in accordance with district policies and procedures. The Process Coordinator/Specialist should possess good people skills, flexibility, the ability to work under pressure and stay on task, responsible, reliable, a self-starter, and have the ability to adjust to change.

Essential Functions:

1) Supervises and coordinates special education programs, policies and diagnostic procedures. Organize and ensure completion of all evaluation reports and IEPs.
2) Conducts compliance efforts of special education PreK-12 through age 21; completes reviews of all special education IEP/IFSP documents, ensuring compliance with District procedures, state, and federal laws; identifies areas of need and works to develop and implement programs to address those needs.
3) Completes screening sheets for transfer and new referral records and contacts previous school district to obtain necessary information on new students.
4) Performs and monitors evaluation and timelines to ensure appropriate student placement and programming.
5) Serves as local education agency representative for IEP meetings in assigned buildings.
6) Works with principals, department heads and other team members to facilitate the integration of all students into as many classes as possible.
7) Assists the Executive Director of Special Services in researching and/or implementing new program components.
8) Assists in the preparation of federal, state and local reports on special education.
9) Develops, provide and promote regular in-service training to special education instructors regarding special education procedures; assists mainstream classroom teachers with inclusion facilitation.
10) Attends meetings and training sessions related to special education as deemed appropriate by the Executive Director of Special Services.
11) Performs any other duties and responsibilities/projects as directed by the Executive Director of Special Services or Superintendent.
12) Maintains confidentiality and non-judgmental views of children and families served.

Qualifications:

1. ***Education level*** – Masters Degree.
2. ***Certification or Licensure*** – Special Education Certification or Speech/Language Pathologist.
3. ***Experience desired*** – Three to five years teaching experience and experience in programs administration.

4. ***Other requirements*** – Must successfully pass a background check and drug test that are satisfactory to the Board of Education. Understand and support the District's Comprehensive School Improvement Plan. Knowledge of the Special Education process and laws. Excellent organizational skills, oral and written skills, time management, and telephone skills. Computer knowledge and assistive technology.
5. ***Physical Requirements/Environmental Conditions*** **-** Requires prolonged sitting and standing; requires stooping, bending, reaching and lifting; requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; must work in stressful and hectic environments; requires the ability to handle multiple tasks with frequent interruptions; may require some travel; requires physical and emotional endurance; must be able to work long and irregular hours; and requires regular and consistent attendance and physical presence at the job.

Evaluated By: Executive Director of Special Services
Length of Contract: 192 days minimum
Type of Position: Exempt

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the superintendent.

Board Approved: 5-11-17